

## Peer Review - Fact Sheet

Vermont's alternate route to licensure is Licensure by Evaluation or "Peer Review." Peer Review is for individuals who have acquired the knowledge and skills needed to meet the *Principles for Vermont Educators* (refer to page 6 of the Handbook for Applicants) and the endorsement competencies and requirements of the educator license and/or endorsement they seek through coursework and experiences rather than through a preparation program.

The Peer Review process has five stages:

1. **Applying to Peer Review** - Send a cover letter to Linda Hendrickson, Peer Review Program Assistant (Department of Education, 120 State Street, Montpelier, VT 05620-2501) requesting a review for the purpose of applying to Peer Review and specifying the license or additional endorsement you are seeking (e.g., Elementary Education (K-6), Science 7-12). Include your transcripts (copies are acceptable) of undergraduate and graduate (if applicable); a current resume; and a \$40 non-refundable check made out to the *Vermont Department of Education*.
2. **Peer Review Clinic** - Monthly clinics are conducted in order to provide support for candidates who are considering peer review or who would like consultation as they prepare their portfolios. Exemplary portfolios will be available for candidates to view; all questions will be answered; individual consultation will be available. Clinics are held at the DOE in Montpelier. Clinic attendance is required and candidates should register by emailing Wendy Anderson, Peer Review Consultant, at [vtpeerreview@comcast.net](mailto:vtpeerreview@comcast.net). Requests to register should include contact information as well as what endorsement area is being sought. Confirmation of registration will be sent by email.
3. **Preparing the Portfolio** - A portfolio is an edited but significant collection of materials or artifacts that you assemble in order to demonstrate and verify that you possess the knowledge, skills, accomplishments and dispositions required for meeting the competencies and requirements of the license and/or endorsement area you seek.
4. **The Evaluation Process** - The Peer Review evaluation process is a three-step process: (1) individual panel members evaluate the applicant's portfolio; (2) the panel interviews the applicant; and (3) the panel completes the Peer Review evaluation indicating which competencies are met. Throughout all phases of the evaluation process, the members of the Peer Review Panel are responsible for determining whether or not the applicant meets the requirements and competencies of the license sought.
5. **Peer Review Panel's Recommendation** - If a Peer Review panel determines that the applicant has adequately met all initial licensure and/or endorsement competencies at an adequate level, the panel recommends to the Vermont Standards Board for Professional Standards (VSBPE) that the applicant be granted the license or endorsement sought. If the Peer Review panel determines that the applicant did not provide sufficient evidence demonstrating that he or she has met all of the competencies and requirements, the applicant has the following options: (1) accept the results of the evaluation and develop a plan; (2) ask the panel to reconsider decision in light of new evidence; or (3) after panel reconsiders, appeal decision to the VSBPE.

The fees associated with peer review are:

- \$40 for eligibility determination (see page 4 of the Handbook for Applicants)
- \$1200 for the actual peer review; due upon submission of portfolio (see page 8 of the Handbook for Applicants)

The fees for educator licensure are:

- Costs associated for the required Praxis tests range from \$110 to \$210, depending on the endorsement sought (see page 5 of the Handbook for Applicants)
- \$160 for a Level I license that is valid for three years

Information regarding Peer Review and the process can be found on the Vermont Department of Education's webpage. (Generally, all public libraries have internet access available to their patrons.) Please refer to the following websites:

- The Department of Education's home page: <http://www.state.vt.us/educ/>
- The Educator Licensing Office: <http://www.state.vt.us/educ/new/html/maincert.html>
- The Handbook for Applicants: <http://www.state.vt.us/educ/new/html/maincert.html>
- Vermont's Educator Testing Requirements:  
<http://www.state.vt.us/educ/new/html/maincert.html>
- *Vermont's Framework of Standards and Learning Opportunities*:  
<http://www.state.vt.us/educ/new/html/mainpubs.html>
- *Five Standards for Vermont Educators-A Vision for Schooling*:  
[http://www.state.vt.us/educ/new/html/pgm\\_prostandards/vsbpe/vsbpe.html#reports](http://www.state.vt.us/educ/new/html/pgm_prostandards/vsbpe/vsbpe.html#reports)
- Endorsement Area Competencies: <http://www.state.vt.us/educ/new/html/board/rules.html>

If you would like a hard copy of the materials associated with Peer Review, please send your request to Linda Hendrickson, Department of Education (phone: 802-828-0449; email: [linda.hendrickson@state.vt.us](mailto:linda.hendrickson@state.vt.us)).